Sunman-Dearborn Online Academy
Student/Parent Handbook
2025-2026

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Board Approved May 8, 2025

Sunman-Dearborn Online Academy (S-DOA) is not a school. It is an instructional and curriculum delivery program offered to all students enrolled at Sunman-Dearborn Community Schools. Students "enrolled" at S-DOA are enrolled at their Home School - East Central Middle School or East Central High School. In addition to the policies and expectations included in this handbook, students enrolled in S-DOA are also responsible for knowing and complying with the student handbook policies and expectations of their Home School.

Students are permitted to participate in all the activities of their Home School - field trips, class parties, PTO fundraisers, after-school clubs, athletics, co-curricular activities, and much more.
High and middle school students participating in various activities must also enroll in the random drug testing program.
High school students must meet IHSAA eligibility requirements to participate in athletics.

While S-DOA is open to all, it is not a perfect fit for all.

Is Online Learning for me? Online learning is a great fit for many students, but it's not right for everyone. Please read through the list below to determine if the Sunman-Dearborn Online Academy (S-DOA) is right for you:
- The student must be committed, self-motivated, and self-disciplined.
- For high school, the student must be an independent learner and must have good time management skills.
- For middle school, the student must have adult support at home.

General Information
- Students can work on their S-DOA course anytime and anywhere that they have Internet access at home, school, or a library, anywhere!
- Each student will use their confidential Sunman-Dearborn Google username and password.
- Each student will have a Sunman-Dearborn staff member supporting them through their journey.
- Students have online discussions and/or chats in a secure environment.
- Final exams, formative assessments, and state assessments are proctored at the student's Home School of enrollment.
- All S-DOA courses and curriculum are aligned with Indiana state standards.

S-DOA Student Responsibilities
- Attend Parent/Student S-DOA Orientation.
- Log in to Google Classroom and/or Edmentum Courseware each day to be considered present according to the Attendance/Grades expectations listed below.
- Attend live instructional sessions as required by your teacher.
- Complete all required activities, including assessments, homework, and projects.
- Check your S-DOA email daily.

Students and parents should consider that an online course requires additional time and effort. Time management is essential. Online learning is more convenient and flexible, but is in some ways more difficult. Students should plan on spending approximately 5-6 hours each day working and logging in at least five (5) times a week.

S-DOA Parent Responsibilities
For S-DOA students to be successful, parents must participate in the educational process of their children. The following are the parents' responsibilities:
- Attend Parent/Student S-DOA Orientation.
- Check your email multiple times during the week for correspondence from your child's S-DOA teacher or online success coach.
- Participate in monthly virtual parent/success coach conferences.
- Communicate with your child's S-DOA teacher whenever there is an instructional concern or issue
- Communicate with your child's S-DOA success coach whenever there is a non-instructional concern or issue

S-DOA Online Success Coach Responsibilities
Your Online Success Coach (OSC) has a very important role in your education at S-DOA. S-DOA success coaches are the main source of contact for all S-DOA non-instructional inquiries. The following are the success coach's responsibilities:
- Attend Parent/Student S-DOA Orientation.
- Communicate with parents and students via email throughout the school year.
- Schedule, coordinate, and attend monthly virtual parent/teacher conferences. Students should be included as well.
- Resolve Chromebook and Verizon MiFi (if used) and other technology issues.
- Communicate and coordinate participation in free/reduced lunch (if parent qualifies), extracurricular activities, class field trips, and other traditional school-based activities.
- Coordinate enrollment and registration.

Attendance/Grades

For grade levels 6-12, S-DOA is designed and intended to be a hybrid of both learning environments. Instruction is both live and computer-based. Therefore, students can work anywhere there is an internet connection. S-DOA students are recommended to work on their online courses daily. Student progress will be monitored closely. Although flexibility in choosing instructional times is a benefit to S-DOA, students must maintain their progress in all courses. Full-time S-DOA students must meet attendance requirements.

Attendance will be tracked daily. A student will be reported for truancy upon receiving excessive absences according to their home school handbook. Once reported for truancy, a conference will be requested and held with the parent and student to determine if the student will be required to return to their home school. To be considered present, students must log the following amount of time in the Edmentum Courseware:

- Students must work a **minimum** of 2.5 hours (150 minutes) for each course each week school is in session, five (5) days. This is an average of 30 minutes each day, when school is in session.
- If a student attends a live session, the time will be counted towards the 2.5 hours (150 minutes) requirement.
- If a student is ahead **AND** maintaining a C or better in **ALL** courses, absences will not be counted. This is a flexible program if you keep pace.

Student grades will be monitored continuously. If a student is failing a class at mid-term or end of any quarter, the student will be required to attend all live instructional sessions. If a student is unable to attend live sessions, they will be required to attend online classes for the remainder of the semester at school with supervision.

If a student is failing two (2) or more classes at the end of any quarter, the student will be required to attend online classes for the remainder of the semester at school with supervision. The student will then be re-enrolled in traditional school for the next semester.

Enrollment/Registration

All S-DOA students are enrolled as students of Sunman-Dearborn Community Schools and their Home School (East Central High School or East Central Middle School). Parents will enroll students in both their Home School and S-DOA during the summer via the icon on the PowerSchool Parent Portal.

Technology, Textbooks, and Course Materials

S-DOA will provide a Chromebook, all textbooks, and all course materials. Parents will be charged a $25 technology fee. Parents may also choose to participate in the Chromebook Protection Plan for an additional $25. S-DOA will provide internet access, free of charge, if requested. Internet access is provided through a Verizon MiFi device. You must receive a sufficient Verizon cell signal in your home for the Verizon MiFi to successfully connect to the Internet. S-DOA students and parents have access to an award-winning suite of software tools by Edmentum.

Special Education

All accommodations, modifications, and services as detailed in a student's Individualized Education Program (IEP) will be provided for students with disabilities. Some therapies are not conducive to online learning. Those therapies may require the parent to bring the student to school. Some examples are Speech Therapy, Occupational Therapy, or Physical Therapy.

Extracurricular and Co-curricular Activities

S-DOA students are permitted and encouraged to participate in extracurricular activities and co-curricular activities. Research shows that students who participate in extracurricular and co-curricular activities are more successful at school and learn important skills like time management, teamwork, and collaboration. Students must meet eligibility requirements as listed in the student handbook of the student's Home School.

High and middle school students participating in various activities must also enroll in the random drug testing program. Random drug testing occurs each month. If your student is selected, they must report to school to receive a random drug test kit, then go to the nearest hospital or clinic to complete the test. This must occur within 24 hours of being notified. High school students must meet IHSAA eligibility requirements to participate in athletics.

Password and Login

All students will receive a Sunman-Dearborn Google Gmail account and access to all G Suite applications, including Drive, Docs, Sheets, Slides, and much more. S-DOA uses Clever to sync account credentials with other technology instructional software. Clever uses Single Sign-On (SSO), which allows students to use their Sunman-Dearborn Gmail credentials to access other technology instructional software, allowing easier access.

Assessments

Students will be expected to complete several assessments during the school year: standard classroom chapter and unit tests, standardized formative assessments, final exams (high

school), and Indiana required state assessments.

Standard classroom chapter and unit tests will be completed online from home. Local, standardized formative assessments will also be proctored online so students can complete these from home. All Indiana required state assessments and final exams must be completed at school. Students and parents will be required to schedule an appointment.

Transfer and Withdrawal

Enrollment in S-DOA is for the entire school year. Transfer requests from S-DOA to traditional instruction will be approved only at the end of the semester or if warranted due to extenuating circumstances. All transfers must be approved by the Director of Student Services.

Withdrawal from S-DOA will follow the same process as withdrawal from traditional school.

Code of Conduct

Students are all expected to conduct themselves with the same level of respect and courtesy as you would in a classroom environment. Any and all communication that is conducted via the phone, e-mail, discussion board, or chat room must be done in an appropriate manner and tone. In addition, students are expected to follow their Home School code of conduct.

Cheating and Plagiarism

The temptation to cheat while taking an online course may be especially great; after all, a teacher is not there to watch you while you complete your work. Be fair to yourself and other students by avoiding the temptation and doing your work. We fully expect you to complete all coursework honestly. Repeated incidents of cheating or plagiarism may result in administrative transfer to a traditional school. Cheating involves submitting work in a written assignment or exam that is not your own. Cheating includes:
- Copying someone else's work.
- Allowing someone else to copy your work.
- Having someone else complete your work for you.
- Using unauthorized material to help you complete your work.

Plagiarism is a type of cheating when you steal someone else's work and present it as your own. If you use the ideas, words, or statements of another person or source to support your ideas, you must always give credit to the person or source.

If your teacher detects cheating or plagiarism on a written assignment or exam, your teacher may recommend, depending on the severity of the cheating, that you receive:
- A reduced grade for the written assignment or exam.
- No credit for the written assignment or exam.
- A reduced grade for the entire course.

- A failing grade for the entire course.

Artificial Intelligence

Sunman-Dearborn has a specific board policy addressing the use of Artificial Intelligence (AI). AI is not permitted except when a student receives prior permission/consent from their teacher, so long as they use the AI tools ethically and responsibly. Here are some examples of when a teacher would approve the use of AI.

- **Research assistance:** AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying unseen aspects, and suggesting other perspectives.
- **Data analysis:** AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- **Language translation:** AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.
- **Writing assistance:** AI tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- **Accessibility:** AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).

Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools, and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion.

Appendix A - 2025-2026 S-DOA School Calendar

Sunman-Dearborn Community School Corporation School Calendar
2025-2026

July 2025
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2025
- 4 - 5 Teacher Days
- 6 First Student Day
- 20 2-Hour Early Dismissal

September 2025
- 1 Labor Day - No School
- 11 - 12 Parent/Teacher Conferences
- 17 2-Hour Early Dismissal

October 2025
- 3 End of 1st 9 weeks (41 days)
- 6 - 10 Fall break
- 15 2-Hour Early Dismissal

November 2025
- 12 2-Hour Early Dismissal
- 26 - 28 Thanksgiving Break

December 2025
- 10 2-Hour Early Dismissal
- 19 End of 2nd 9 weeks (47 days)
- 19 End of 1st Semester (88 days)
- Dec 22-Jan 2 Winter Break

January 2026
- 2 Teachers' Records Day
- 5 Beginning of 2nd Semester
- 14 2-Hour Early Dismissal
- 19 Martin Luther King Day - No School

February 2026
- 11 2-Hour Early Dismissal
- 16 President's Day - No School

March 2026
- 13 End of 3rd 9 weeks (48 days)
- 19 - 27 Spring Break

April 2026
- 3 Good Friday - No School
- 8 2-Hour Early Dismissal

May 2026
- 25 Memorial Day - No School
- 27 End of 4th 9 weeks (44 days)
- 27 End of 2nd Semester (92 days)
- 28 Teachers' Records Day

June 2026
- 7 Graduation

SNOW MAKE UP DAYS
- Jan. 19 Martin Luther King Day
- Feb. 16 President's Day

Sunman-Dearborn Community Schools will utilize e-learnings days for snow make up days after snow make-up days are exhausted. A maxiumum of two (2) consecutive e-learnings days will be used.

January 2026
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Legend:
- Teacher Days
- Student Days
- 2-Hour Early Dismissal
- Break Days
- No School-Holidays

Appendix B - Student Technology Acceptable Use and Safety

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources (as defined in Bylaw 0100 - Definitions) to support the educational and professional needs of its students and staff. With respect to students, School Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational apps and services to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational apps and services, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Board Policy 5136 - Personal Communication Devices).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right to or expectation of privacy when using Corporation Technology Resources (including but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit technological access through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to

minors on computers and other technology-related devices owned or leased by the Corporation or connected to the Corporation computer network.

Pursuant to State and Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent temporarily or permanently may unblock access to websites or online education apps and services containing appropriate material if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protective actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to apps and services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable,e or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communication;

B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., "hacking," "harvesting," "digital piracy," "data mining," etc.), cyberbullying, and other unlawful or inappropriate activities by students online;

D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during

class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Corporation Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms, and cyberbullying awareness and response. Users of Corporation Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments.

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises, and at school-sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may use Corporation Technology Resources to access or use social media only if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Use of Artificial Intelligence/Natural Language Processing Tools for School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

A. **Research assistance:** AI/NLP tools can be used to help students quickly and efficiently search for

and find relevant information for their school projects and assignments.

B. **Data Analysis:** AI/NLP tools can be used to help students analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments - e.g., scientific experiments and marketing research.

C. **Language translation:** AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.

D. **Writing assistance:** AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

E. **Accessibility:** AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be used as a supplement to but not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action may be imposed on them. Users are personally responsible and liable both civilly and criminally for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of Corporation Technology Resources.